

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
California State Military Reserve
9800 Goethe Road – P.O. Box 269101
Sacramento, California 95826

CASR-P

18 September 2005

ANNOUNCEMENT OF ANNUAL OFFICER PROMOTION BOARDS

1. Promotion boards for consideration for promotions to the grades of CW3, CW4, CPT, MAJ, LTC and COL will be held at the HQ, CA SMR, JFHQ, Sacramento, California on 10 December 2005.
2. All individual members of the California State Military Reserve meeting the requirements outlined in CA SMR Regulation 600-2 are encouraged to apply.
3. All application packets will be prepared and submitted in the format and with the documents as specified in Attachment A.
4. All applications will be submitted through command channels to arrive at HQ, CA SMR, ATTN: CASR-P, not later than COB 15 November 05.
5. Applications from individuals assigned to HQ, CA SMR will be routed through their respective Directorate or Special Staff Section senior officer to the Headquarters Commandant (MAJ Mark).
6. Individuals selected for promotion that are currently assigned to positions authorized the next higher grade will be promoted after the results of the boards are confirmed.
7. Those individuals selected for promotion that are not currently assigned to position authorized the next higher grade will be placed on an order of merit list and will be promoted at the time that they are transferred to an assignment authorized the next higher grade.
8. POCs are LTC Dolgin and LTC Thorpe.

FOR THE COMMANDER:

/s/
EMORY R. CLIFTON
COL, GS, CA SMR
Director of Personnel

Distribution: A, Website

Attachment A to Announcement of 2005 Officer Promotion Board

1. Individual Officer Promotion packet will consist of the following documents in the presented herein and be secured by a single staple in the upper left corner of the packet (no binders, etc.):
 - a. State Military Reserve Promotion Checklist for Officers as provided in Attachment B enclosed,
 - b. Biographical Sketch in the format as shown as Appendix C to CA SMR Reg 600-2 (15 Feb 99),
 - c. Officer Evaluation Reports for the last three (3) years (if the individual does not have three (3) years of evaluation report, then the individual's immediate supervisor will prepare a "special" evaluation report to be attached herein,
 - d. Immediate Commander's written recommendation and endorsement by MSC Commander(see Appendix B to CA SMR Reg 600-2 for format),
 - e. Completed CA SMR Form 13A (as specified in Appendix D to CA SMR Reg 600-2(15 Feb 99)),
 - f. Commander's Certification of Height and Weight in accordance with CA SMR Reg 600-9,
 - g. If the individual is in a professional branch (Chaplain, Medical or Judge Advocate General), a letter of recommendation from the CA SMR Director of the applicable professional branch.
 - h. Current report of medical history (SF-93) or physician's statement,
 - i. Proof of Required Military Education or certificate of equivalent credit issued by G-3, CA SMR, and
 - j. Proof of highest civilian education completed or certificate of equivalent credit issued by G-1, CA SMR.
2. Individual must meet the Time-in-Grade requirements as specified in CA SMR Reg 600-2, paragraph 5-4a by the date of the convening of the board (10 Dec 05).
3. Waivers of time in grade will not be approved by the board except as provided for in paragraph 5-4b of CA SMR Reg 600-2.
4. Requests for equivalent credit for civilian education must be received by the G-1, Not Later Than 1 Nov 05 to be considered.
5. Requests for equivalent credit for military education must be received by the G-3 Not Later Than 1 Nov 05 to be considered.

**STATE MILITARY RESERVE PROMOTIONAL CHECK
FOR OFFICERS**

Name _____ Unit _____ Grade_____

This checklist _____

Biographical Sketch _____

Officer Evaluation Reports for the last 3 years _____

**Current 5x7 color photograph, in Class B uniform
With all awards and decorations** _____

**Commander's written recommendations
and MSC Commander's Endorsement.** _____

Endorsement of Professional Branch Director _____

Completed CA SMR 13 A. _____

Commander's Certified Ht/Wt statement. _____

Current report of medical history (SF-93). _____

Proof of Military education. _____

Instructions: Except for this checklist and biographical sketch, submit photo-static copies on 8.5" x 11" bond paper.

Nominee signature and date _____

MSC S-1's Signature and date _____

Commander's Signature and date _____

ATTACHMENT B